

PROCESSING ABSENTEE BALLOTS

PULLING ABSENTEE BALLOTS

Please do not pull absentee ballots several weeks in advance of the election.

Pull absenteers by absentee type

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

[Voter Search](#) [Help](#)

Election Date: Jun-05-2012 **Election Type:** Municipal General **Description:** 04 Primary Election 2012

[Election Details](#)
[Include Certified Contests](#)
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[Close Election](#)
[Exit](#)

Styles

Polling Places

Style	Party	Vote

Style Details
Style BONN 1
Color

Only
rations

Save

Pull Absentee

Absentee Types
☐ Select All
Description
☐ C - Civilian Overseas
☐ M - Military Domestic
☐ O - Military Overseas
☐ NA - Permanent All

Pulled Absentee Types
Description
Continue Cancel

HAWI 2		187
HELG 1		525
HELG 2		326
HELG 3		61
LEWI 1		2
LEWI 2		148
LEWI 3		328
LIBR 1		144
LIBR 2		129
LOLO 1		81
LOLO 2		345
LOWE 1		147
LOWE 2		297
WASH 1		211

Montana
Montana

Item
UNITED STATES REPRESENTA.
UNITED STATES SENATOR
STATE REPRESENTATIVE DIST.
DISTRICT COURT JUDGE, DIS..
DISTRICT COURT JUDGE, DIS..
DISTRICT COURT JUDGE, DIS..
Clerk of District Court
ATTORNEY GENERAL
CLERK OF THE SUPREME COU
GOVERNOR

Precincts **Splits**

Show Voter Count

Precinct	Polling Place	Total
BONN 1 - BONNER 1	BONNER SCHOOL	

☐ Process Completed

Generate Styles Resync Voter View Absentees Pull Absentees

**APPROXIMATELY 55-50 DAYS OUT YOU SHOULD
PULL YOUR UOCAVA VOTERS ONLY**

**MAKE SURE ALL OF YOUR UOCAVA VOTERS
DATE RANGES EXTEND THROUGH JAN. 31,
2013**

**STARTING IN 2013 UOCAVA VOTERS WILL NEED
TO COMPLETE AN ADDRESS CONFIRMATION
FORM TO STAY ON THE ABSENTEE LIST**

Description: 04 Primary Election 2012

Exit

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[Show Voter Count](#)

BONNER SCHOOL

Pull Absentees

WHEN PRINTING LABELS – IT IS HELPFUL TO USE THE OUTPUT ORDER AND MAIL DATE

The mail date is defaulting to current date – you will want to make sure you enter the day you are mailing the ballot – for report purposes.

Also, entering a description will help when you have pulled several different absentee types.

[Voter Search](#) [Help](#)

Election Date: Feb-16-2012 **Election Type:** Federal General **Description:** Training Election

[Election Details](#)
[Include Certified Contests](#)
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[Publish Certified Contests](#)
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! Print Labels
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[Election Expenses](#)
[Election Results](#)
[Process Official Register](#)
[Duplicate Ballot Report](#)
! Close Election
[Exit](#)

[Refresh Wizard Status](#)

Batch # **Description** military & overseas Mailing Date

Selection Criteria

Language

Special Abs Type

Ballot Types

Absentee Types

Ballot Styles

☐ Civilian Overseas
☐ Election Specific
☐ Military Domestic
☐ Military Overseas
☐ Permanent All
☐ Permanent Federal
☐ Seasonal

☐ Only Provisional

Output Order

Field	Order By
STYLE	ASC
BALLOT ID	ASC
	NONE

Output Type

☒ Print Now ☐ Print To File

Select Label

Number of Copies ☒ Collate

Voter Search

Description: Training Election

Exit

0 Main label(s) waiting to be printed.

☐ Process Completed

Label Printing

Label Reprinting

Extract Label Information

PROCESSING ABSENTEE CONFIRMATION NOTICES

Using the Absentee Maintenance Module

Voter ID

Add

From

1 17 2012

To

1 31 2012

Absentee Type

Permanent All

Date Requested



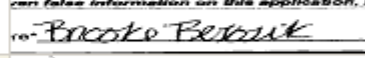




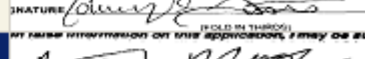

01/17/2012

Absentee Application Source

Mail

Issue Method

Mailing

#	Voter ID	Name	Signature
17	25843	MAY, DEBBI	
18	584519	SIBBITT, CRISTINA	
19	450024809	BEROSIK, BROOKE	
20	100164069	COLE, LORRAINE T	
21	37770	LEVISON, NOLA	
22	450019790	SALMOLA, KOBY	
23	100048505	EADS, DANIELLE	
24	450021257	GUISTI, COURTNEY F	
25	100124630	MAROHN, WILLIAM JR	

Create Absentee

Delete

Cancel

**MISSOULA COUNTY PROCESSES THESE CARDS
IN GROUPS OF 25 – IT IS EASIER TO FIND ONE
WE MISSED SCANNING IF OUR NUMBER
DOESN'T COME UP TO 25**

County: Missoula
UserName: Zeier, Vickie

Absentee Maintenance Report

Date : 01/17/2012

Voter ID

Voter Name

Precinct Name

Overlapping Absentee Request - New Request Not Created

Can't reprint report

Date Range Absentee Request Created

25817	HUMPHREYS, BRYAN	FRANKLIN 1
450019959	JONES, LINDSEY	FRENCH 1
450019560	KEATING, MARLEY	FRENCH 1
39944	SKINNER, JODY R	FRENCH 1
25778	WELCER, MOLLY J	FRENCH 1
1048919	HARDMAN, JAYMI S	FRENCH 2
450019905	CHARRON, AMANDA	HAWTHRN 1
450017056	DUNLAP, TELONA L	HAWTHRN 1
450023801	GULLEDGE, JESSE P	HAWTHRN 1
100086022	MCGREGOR, TAVI	HAWTHRN 1
74419	OTOOLE, KELLY J	HAWTHRN 1
462183	TUCKER, KENDRA E	HAWTHRN 1
100072887	DEWITT, BRIANNA R	HAWTHRN 2
1353910	LOWRY, JANICE	HAWTHRN 2
25843	MAY, DEBBI	HAWTHRN 2
39367	SHIVELY, PATRICIA	HAWTHRN 2
584519	SIBBITT, CRISTINA	HAWTHRN 2
100169235	ANDERSON, SHANE M	HELLGATE 1
450024809	BEROSIK, BROOKE	HELLGATE 1
100164069	COLE, LORRAINE T	HELLGATE 1
37770	LEVISON, NOLA	HELLGATE 1
450019790	SALMOLA, KOBY	HELLGATE 1
100048505	EADS, DANIELLE	HELLGATE 2

**WHEN USING ABSENTEE MAINTENANCE
MODULE – YOU ENTER THE DATES ON THE
RECEIVING SCREEN**

**Process completed successfully.**[Help](#)

Voter ID

From **To**

Absentee Type

Date Requested

Absentee Application Source

Issue Method

#

Voter ID

Name

Signature

ADDRESS CHANGES OR SEASONAL

You need to enter individually through the voter registration screen

New Save Clear Search Process Batch

Voter ID: 00000398
 State ID:
 SSN: 6435
 Birth Date: 12/30/1974
 Age: 37
 Gen:

[Residence](#) | [Absentee](#) | [Contacts](#) | [History](#) | [Voting History](#)

Dates/Elections	Absentee ...	Address
2/1/2011 To 1/31/2012	Permanen...	1206 PHILLIPS ST , MISSOULA
2/1/2012 To 1/31/2013	Permanen...	1 FANTASY BEACH, MAUI, HI 1

Absentee Status: Permanent All

Add

Details

Remove

[Registration](#) | [Misc Info](#) | [Custom](#) | [Duplicate Req.](#) | [Undeliverable](#)

Party: No Party Last Verified Date:
 Status: Active - A ☐ MVD Verified
 Reason: ☐ SSA Verified
 Source of Registration: Registration Drive - 12
 Old Voter ID: County Reg Date: 08/13/2005
 Vote Eligible: 08/13/2005 Last Voted Date: 11/08/2011
☐ No Signature ☐ Confidential ☒ US Citizen

Comments:

Voter Registration - Absentee Detail

[Help](#)

Absentee Type: Permanent All
 From: 2 1 2012 To: 1 31 2013

Absentee Application Source: Mail Issue Method: Mailing Issue Details:

Date Requested: 01/17/2012 Political Party:

☐ Use Address On File

1206 PHILLIPS ST
MISSOULA, MT 59802

☐ Print Application

Absentee Address

Country: UNITED STATES OF AMERICA ☒ USA

Address: 1 FANTASY BEACH

City/St/Zip: MAUI HI 11111

COUNTY WIDE	SD	Missoula
JURY	mslajury	Missoula City Jury District
SCHOOL DISTRICT	SD 1 HS	SCHOOL DISTRICT 0001 HIGH SCH

I have provided true information, to the best of my knowledge under penalty of perjury, I may be subject to a fine or imprisonment or both under Federal Law.

RE: 

DA



Internet



100%

ENTERING SEASONAL ELECTOR

New Save Clear Search Process Batch

Voter ID 400003768 State ID 704519824103 SSN Birth Date 07/03/1982 Age 29

Residence Absentee Contacts History Voting History

Dates/Elections	Absentee ...	Address
9/2/2012 To 1/31/2013	Seasonal	ASU DORM 258, PHOENIX, AZ
2/1/2012 To 5/15/2012	Seasonal	ASU DORM 258, PHOENIX, AZ
5/16/2012 To 9/1/2012	Seasonal	2334 CRAFTSMAN PL , MISSO

Absentee Status Add Details Remove

Registration Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date
 Status Active - A MVD Verified
 Reason SSA Verified
 Source of Registration DMV - 01 Verify
 Old Voter ID County Reg Date 04/18/2006
 Vote Eligible 05/08/2006 Last Voted Date 11/08/2011
☐ No Signature ☐ Confidential ☒ US Citizen

Comments

Voter Registration - Absentee Detail

Absentee Type Seasonal From 2 1 2012 To 5 15 2012

Absentee Application Source In-Person Issue Method In-Person Issue Details

Date Requested 01/17/2012 Political Party

☐ Use Address On File

2334 CRAFTSMAN PL
 MISSOULA, MT 59801

☐ Print Application

Absentee Address

Country UNITED STATES OF AMERICA ☒ USA

Address ASU DORM 258

City/St/Zip PHOENIX AZ 11111

Save and Issue Ballot

Update and Save

Close

JURY	mslajury	Missoula City Jury District
URBAN TRANSPORT...	URBAN TRAN	URBAN TRANSPORTATION DISTRICT
SCHOOL DISTRICT	CD 1 ELEMENT	SCHOOL DISTRICT 2001 ELEMENT

imprisonment or both under Fe
 Alicia Smith

Voter Registration

Voter Print Elections Petitions Imaging Address

New Save Clear Search Process Batch

Voter ID State ID SSN Birth Date Age Ge
400003768 704519824103 07/03/1982 29

Residence Absentee Contacts History Voting History

Dates/Elections	Absentee ...	Address
9/2/2012 To 1/31/2013	Seasonal	ASU DORM 258, PHOENIX, AZ
2/1/2012 To 5/15/2012	Seasonal	ASU DORM 258, PHOENIX, AZ
5/16/2012 To 9/1/2012	Seasonal	2334 CRAFTSMAN PL , MISSO

Absentee Status

Add Details Remove

Registration Misc Info Custom Duplicate Req. Undeliverable

Party No Party Last Verified Date
Status Active - A ☒ MVD Verified
Reason ☐ SSA Verified
Source of Registration DMV - 01 Verify
Old Voter ID County Reg Date 04/18/2006
Vote Eligible 05/08/2006 Last Voted Date 11/08/2011
☐ No Signature ☐ Confidential ☒ US Citizen

Comments

Voter Registration - Absentee Detail

Absentee Type From To
Seasonal 5 16 2012 9 1 2012

Absentee Application Source Issue Method Issue Details
In-Person In-Person

Date Requested Political Party
01/17/2012

☒ Use Address On File

2334 CRAFTSMAN PL
MISSOULA, MT 59801

☐ Print Application

Absentee Address

Country USA

Address

City/St/Zip

Save and Issue Ballot Update and Save Close

COUNTYWIDE	32	Missoula
JURY	mslajury	Missoula City Jury District
URBAN TRANSPORT...	URBAN TRAN	URBAN TRANSPORTATION DISTRICT
SCHOOL DISTRICT	CD 1 ELEM	SCHOOL DISTRICT 0001 ELEM

imprisonment or both under Fe
Alicia Smith

Voter Registration

Voter Print Elections Petitions Imaging Address

New Save Clear Search Process Batch

Voter ID State ID SSN Birth Date Age Gender Last Name First Name MI

400003768 704519824103

Residence Absentee Contacts

Dates/Elections	Absentee
9/2/2012 To 1/31/2013	Seasonal
2/1/2012 To 5/15/2012	Seasonal
5/16/2012 To 9/1/2012	Seasonal

Absentee Status

Registration Misc Info Custom

Party No Party Las

Status Active - A

Reason

Source of Registration DMV - 01

Old Voter ID

Vote Eligible 05/08/2006

☐ No Signature
 ☐ Confidential

Voter Registration - Absentee Detail

[Help](#)

Absentee Type

Seasonal

From

9 2 2012

To

1 31 2013

Absentee Application Source

In-Person

Issue Method

In-Person

Issue Details

Date Requested

01/17/2012

Political Party

☐ Use Address On File
 2334 CRAFTSMAN PL
 MISSOULA, MT 59801
☐ Print Application

Absentee Address

Country

UNITED STATES OF AMERICA

☒ USA

Address

ASU DORM 258

City/St/Zip

PHOENIX

AZ

11111

Save and Issue Ballot

Update and Save

Close

County Reg Date

04/18/2006

Last Voted Date

11/08/2011

☒ US Citizen[Reveal](#)

Comments

imprisonment or both under Fe

Alicia Smith

FOR SEASONAL ELECTORS MT VOTES USES ELECTION DATE FOR THE ADDRESS LABEL

This may cause a ballot to be sent to an incorrect address.

Example Election is June 5, 2012.

Seasonal Elector is in Arizona from 2-1-2012 thru May 31, 2012

Seasonal Elector returns to Missoula June 1, 2012.

The ballot will be mailed on May 7, 2012. The ballot will be mailed to Missoula
Address – to avoid this from happening, you will need to run BP 37 Report

[Voter Registration](#)
[Election Management](#)
[Districts & Precincts](#)
[Petitions](#)
[Election Workers](#)
[Address Library](#)
[Labels](#)
[Ballot Processing](#)
[Master Lookups](#)
[Close](#)

County Missoula		Election Federal Primary Test 2012 - 06/05/2012																				
Districts <input type="checkbox"/> All (Deleted districts will be included on report) <input type="checkbox"/> ALBERTON SCH - 2_S <input type="checkbox"/> Bonner Community Council - BONNER CC <input type="checkbox"/> Canyon River County Sewer & Water District <input type="checkbox"/> CLINTON FIRE - CLIN FIRE <input type="checkbox"/> Commissioner District 1 - 1 <input type="checkbox"/> Commissioner District 2 - 2 <input type="checkbox"/> Commissioner District 3 - 3		Batch Number <input type="checkbox"/> All	Precincts <input type="checkbox"/> All (Deleted precincts will be included on report) <input type="checkbox"/> BONNER 1 - BONN 1 <input type="checkbox"/> BONNER 2 - BONN 2 <input type="checkbox"/> CHIEFCHL 1 - CHIE 1 <input type="checkbox"/> CLINTON 1 - CLIN 1 <input type="checkbox"/> Range From <input type="text"/> To <input type="text"/>																			
Print Date From 05/07/2012 To 05/31/2012	Ballot Stage <input type="checkbox"/> All <input type="checkbox"/> Prepared <input type="checkbox"/> Sent <input type="checkbox"/> Received/Processed <input type="checkbox"/> Undeliverable		Ballot Style <input type="checkbox"/> All Ballot Styles	Ballot Status <input type="checkbox"/> All <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Void																		
Select Report																						
<table border="1"><thead><tr><th>Code</th><th>Name</th></tr></thead><tbody><tr><td>BP-030</td><td>Precinct Party Ballot Count</td></tr><tr><td>BP-031</td><td>Batch Exception List Report</td></tr><tr><td>BP-033</td><td>Candidate/Race/Position For Election</td></tr><tr><td>BP-034</td><td>Returned Ballots in Date Range</td></tr><tr><td>BP-035</td><td>Undeliverable Ballot Labels</td></tr><tr><td>BP-036</td><td>Ballots Preventing Election Certification</td></tr><tr><td>BP-037</td><td>Seasonal Absentee Report</td></tr><tr><td>EX-BP1</td><td>Voter Master Listing by Election</td></tr></tbody></table>			Code	Name	BP-030	Precinct Party Ballot Count	BP-031	Batch Exception List Report	BP-033	Candidate/Race/Position For Election	BP-034	Returned Ballots in Date Range	BP-035	Undeliverable Ballot Labels	BP-036	Ballots Preventing Election Certification	BP-037	Seasonal Absentee Report	EX-BP1	Voter Master Listing by Election	Sort Order <div>^</div> <div>v</div>	
Code	Name																					
BP-030	Precinct Party Ballot Count																					
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BP-036	Ballots Preventing Election Certification																					
BP-037	Seasonal Absentee Report																					
EX-BP1	Voter Master Listing by Election																					
Folder <input type="text"/>			<input type="button" value="Browse"/>	<input type="button" value="Export"/>																		
			<input type="button" value="Cancel"/>	<input type="button" value="Run Report"/>																		

County: Missoula
User Name : Zeier, Vickie

Seasonal Absentee Report

Date : 01/20/2012
Report No. : 1

Election : Federal Primary Test 2012 - 06/05/2012

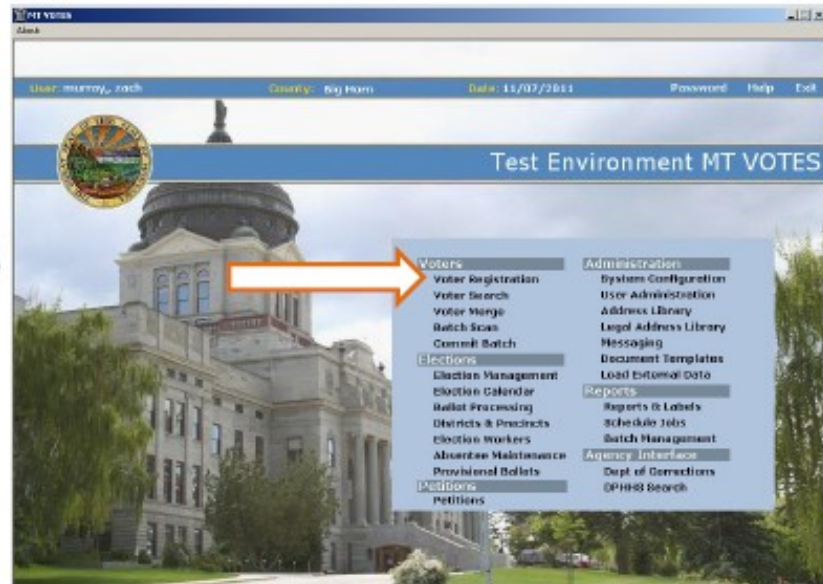
Voter Name	Printed Date address	Seasonal Address	Ballot ID	Ballot Stage/Status	Sent Date	Print Label
LANDA, LEONARD I	82 BROOKSIDE WAY MISSOULA MT 59802	82 BROOKSIDE WAY MISSOULA MT 59802	450585697	Sent	01/25/2012	
LEES, RAENELLE	5001 E MAIN UNIT 1695 MESA AZ 85205	810 SCHILLING ST UNIT B MISSOULA MT 59801	450585698	Sent	01/25/2012	
CONSTANTINIDES, ELIZABETH SUSAN	Not Selected / Not Applicable	PO BOX 1322 SEELEY LAKE MT 59868	450588121	Sent	01/20/2012	
SMITH, ALICIA M	2334 CRAFTSMAN PL MISSOULA MT 59801	2334 CRAFTSMAN PL MISSOULA MT 59801	450585713	Sent	01/25/2012	

**NEED TO LOOK AT EACH VOTERS RECORD TO
SEE WHERE THEY WILL BE AT THE TIME THE
BALLOT IS SENT NOT WHEN THE ELECTION
IS...OTHERWISE IT WILL COME BACK AS
UNDELIVERABLE**

**ISSUING A BALLOT THROUGH
VOTER REGISTRATION**

ISSUING ABSENTEE BALLOTS FROM VOTER REGISTRATION

- Now that you have set up your defaults in System Configuration you have several options for entering new absentees.
- Absentee requests and issuing ballots can be done manually through Voter Registration.



Click **Voter Registration**
to begin

Entering Absentee Status

Bring up the voter you are wanting to work on, or create a new voter if it is a new registrant.

Click the Absentee Tab.

In the Absentee Status drop down choose the appropriate Absentee Status Type.

The screenshot shows the 'Voter Registration' application window. At the top, a status bar reads 'Voter record successfully saved, Voter number is: 450022442'. Below this are tabs for 'New', 'Save', 'Clear', 'Search', and 'Process Batch'. The main form contains fields for 'Voter ID' (450022442), 'State ID', 'SSN' (1775), 'Birth Date' (17/04/1975), 'Age' (35), 'Gender' (Male), 'Last Name' (WASHINGTON), and 'First Name' (GEORGE). The 'Residence' section is set to 'Absentee'. An orange arrow points to the 'Absentee' dropdown menu. Below this is the 'Absentee Status' dropdown, which is also highlighted with an orange arrow. To the right, the 'Voter Polling Locations' section shows 'Precinct' (17 - Precinct #17), 'Poll' (02), and 'Polling Place' (AUDITORIUM - HARDEN). Below that is a table of 'Districts' with columns for 'District Type', 'Code', and 'Name'. The 'Add' button is located at the bottom of the form. An orange arrow points to the 'Add' button.

District Type	Code	Name
CONGRESSIONAL	CO06	CONGRESSIONAL
STATEWIDE	MT	Montana
PUBLIC SERVICE COMMISSION	PS 02	PUBLIC SERVICE COMMISSION 2
SUPREME COURT JUSTICE	SC1	SUPREME COURT JUSTICE
JUDICIAL DISTRICT 22	JD 22	Judicial District 22
SENATE DISTRICT 21	SD 21	SENATE DISTRICT 21
HOUSE DISTRICT 40	HD 40	House District 40
COUNTY COMMISSIONER 3	3	COMMISSIONER DISTRICT #3
COUNTY COMMISSIONER 02	02	NO HOV
JURY	W4004400	W4004400
COUNTY COMMISSIONER 1	1	NO HOV

Once the status has been entered click Add to create the new absentee entry.

UOCAVA electors should be entered as UOCAVA and not permanent all or permanent federal.

Entering Absentee Type

When entering a new Absentee request you will have to specify which Absentee Type the voter is requesting.

All Absentee Types except for Election Specific are based off of a range of dates. Election Specific is only for the single Election Specified

Voter Registration - Absentee Detail

[Help](#)

Absentee Type: **Permanent All** (dropdown menu open showing: Civilian Overseas, Election Specific, Military Domestic, Military Overseas, **Permanent All**, Permanent Federal, Seasonal, Use Address On File)

From: 11/16/2011 To: 1/31/2012

Issue Method: [dropdown] Issue Details: [dropdown]

Political Party: [dropdown]

Address: 1776 INDEPENDENCE WAY
HARDIN, MT 59035

☐ Print Application

Absentee Address:

Country: UNITED STATES OF AMERICA ☐ USA

Address: [text box]

City/St/Zip: [text box] [text box] [text box]

Entering Permanent All or Federal Date Ranges

For permanent All and Federal status's the system will automatically populate an end date of 01/31 in the year of the next federal election.

This cannot be changed.

The From date will be the date the voter submitted their Absentee Request.

The screenshot shows a web application window titled "Voter Registration - Absentee Detail". It contains several input fields and a dropdown menu. The "Absentee Type" dropdown is open, showing options: "Civilian Overseas", "Election Specific", "Military Domestic", "Military Overseas", "Permanent All" (highlighted), "Permanent Federal", and "Seasonal". The "From" date is set to 11/16/2011 and the "To" date is set to 1/31/2012. The "Issue Method" and "Issue Details" fields are empty. The "Political Party" field is empty. The "Use Address On File" checkbox is checked. The address field contains "1776 INDEPENDENCE WAY" and "HARDIN, MT 59035". The "Print Application" checkbox is unchecked. The "Absentee Address" section includes a "Country" dropdown set to "UNITED STATES OF AMERICA", a "USA" checkbox, an "Address" text field, and a "City/St/Zip" section with three dropdowns. At the bottom are buttons for "Save and Issue Ballot", "Update and Save", and "Close".

Entering An Election Specific Absentee Type

For Election Specific Absentee Types the date box's will be replaced by an election drop down.

Choose the appropriate election for which the voter is requesting absentee status.

The screenshot shows a web form titled "Voter Registration - Absentee Detail". It contains several fields for entering absentee information. The "Absentee Type" is set to "Election Specific". The "Absentee Application Source" is "Mail". The "Date Requested" is "11/16/2011". The "Political Party" is empty. The "Use Address On File" checkbox is checked. The address is "1776 INDEPENDENCE WAY, HARDIN, MT 59035". The "Print Application" checkbox is unchecked. The "Absentee Address" section includes a "Country" dropdown set to "UNITED STATES OF AMERICA", a "USA" checkbox, an "Address" text field, and "City/St/Zip" dropdowns. At the bottom are "Save and Issue Ballot", "Update and Save", and "Close" buttons.

Absentee Type		Elections	
Election Specific			
Absentee Application Source		Issue Method	Issue Details
Mail			
Date Requested	Political Party		
11/16/2011			
<input checked="" type="checkbox"/> Use Address On File			
1776 INDEPENDENCE WAY HARDIN, MT 59035			
<input type="checkbox"/> Print Application			
Absentee Address			
Country	UNITED STATES OF AMERICA		<input type="checkbox"/> USA
Address			
City/St/Zip			
Save and Issue Ballot		Update and Save	Close

Entering Absentee Details

- Choose the appropriate Absentee Type.
- If Election Specific ensure the correct election is showing.
- For other types ensure the correct dates are showing.
- Verify the correct Absentee Application Source, Issue Method, and Date Requested are accurate.
- Verify the user's address.

The screenshot shows a web form titled "Voter Registration - Absentee Detail". It contains several sections for data entry. Orange arrows point to the following fields:

- Absentee Type:** A dropdown menu with "Election Specific" selected.
- Elections:** A dropdown menu.
- Absentee Application Source:** A dropdown menu with "Mail" selected.
- Issue Method:** A dropdown menu.
- Date Requested:** A text field containing "11/07/2011".
- Political Party:** A dropdown menu.
- Use Address On File:** A checked checkbox.
- Address:** A text field containing "1776 INDEPENDENCE WAY" and "HARDIN, MT 59035".

Other visible fields include "Print Application" (unchecked), "Absentee Address" (with "Country" set to "UNITED STATES OF AMERICA" and "USA" unchecked), and "City/St/Zip" (with three empty dropdowns). At the bottom are buttons for "Save and Issue Ballot", "Update and Save", and "Close".

Issuing Absentee Ballot

Once Verified, choose how you want to save the record:

❖ Save and Issue Ballot
(In-Person)

❖ Update and Save
(Mail)

Voter Registration - Absentee Detail

Absentee Type: Permanent All From: 11/7/2011 To: 1/31/2012

Absentee Application Source: Mail Issue Method: Mailing Issue Details:

Date Requested: 11/07/2011 Political Party:

☒ Use Address On File

1776 INDEPENDENCE WAY
HARDIN, MT 59035

☐ Print Application

Absentee Address:

Country: UNITED STATES OF AMERICA ☐ USA

Address:

City/st/Zip:

Save and Issue Ballot Update and Save Close

Automatically Issue a Ballot

- Choosing the Save and Issue Ballot option will automatically take you to the Issue Ballot Request screen, from which a ballot label can be printed immediately.

The screenshot shows the 'Issue Ballot Request' window. At the top, there are fields for 'Election Name' (11/9/2011 22 MUNICIPAL GENERAL ELECTION 2011) and 'Ballot Type' (Issue). Below this is a 'Current Ballots' table with columns: Ballot Seq. #, County Tracking #, Sent, Received, Style, Precinct, Stage, and Type. The first row shows 'WARD 2' and '18' in the Style and Precinct columns, with 'Prepared' in Stage and 'Reissued' in Type. Below the table is a 'Print Label' section with two radio buttons: 'With next Supplemental batch' (selected) and 'Now'. To the right of the 'Now' button is a 'Select Label' dropdown menu showing 'MUNICIPAL LABEL'. Below this is a 'Reason For Replacing / Reissuing the Ballot' dropdown menu. At the bottom left is a 'Void Ballot Range' button, and at the bottom right are 'Print', 'Reprint', and 'Cancel' buttons. Two orange arrows point to the 'Select Label' dropdown and the 'Print' button.

Ballot Seq. #	County Tracking #	Sent	Received	Style	Precinct	Stage	Type
				WARD 2	18	Prepared	Reissued

Manually Issue a Ballot

- If you choose not to Save and Issue a ballot from the Absentee Detail screen you can print a ballot manually using the following steps.

1. Select Issue Ballot from the Election Menu.
2. Select Now under Print Label
3. Select the appropriate label
4. Click Print
5. Close the Window

The screenshot shows the 'Voter Registration' application window. The 'Actions' menu is open, and an orange arrow points to the 'Issue Ballot' option. The window displays various fields for voter information, including name, address, and registration status.

The screenshot shows the 'Issue Ballot Request' application window. The 'Election Name' is set to '11/8/2011 22 MUNICIPAL GENERAL ELECTION 2011' and the 'Ballot Type' is 'Issue'. The 'Current Ballots' table shows 'WARD 2' and '18' with 'Prepared' and 'Reissued' status. The 'Print Label' section has the 'Now' button selected. The 'MUNICIPAL LABEL' dropdown menu is open, showing 'MUNICIPAL LABEL' as the selected option. The 'Print' button is highlighted at the bottom right.

PROCESSING ABSENTEE BALLOTS – RECEIPTING & RECONCILING

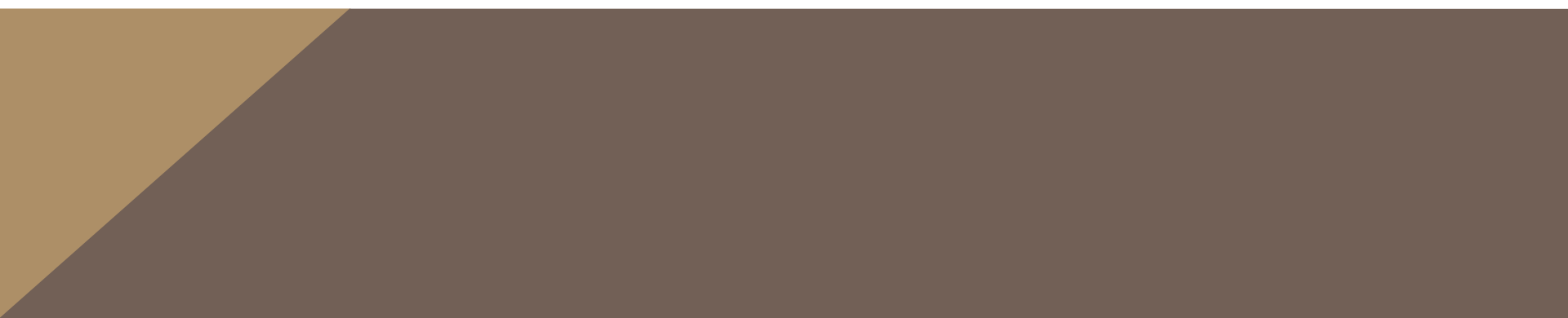
In Missoula county we sort our voted and undeliverable ballots in groups of 25. This helps us when we are entering into MT Votes to know we did not miss an envelope. Also the batches are small enough that the system seems to move pretty quickly.

Also, we tear off the signature area of the envelope. My temporary office aides do this sorting and preparing the envelopes for signature verification.

WHEN WE RECEIVE OUR MAIL TRAYS FROM THE MAIL ROOM – WE ATTACH A TRACKING CARD ON THE TRAY OF MAIL.

WHEN THE STAFF SORTS THE BALLOTS, THEY ENTER ON THE TRACKING CARD THE NUMBER OF BATCHES OF ENVELOPES TO PROCESS.

AFTER WE RECEIPT INTO MONTANA VOTES WE ENTER THE ACTUAL BATCH NUMBER ASSIGNED TO THE BATCH OF ENVELOPES.



WE DO THE SAME PROCESS TRACKING OUR UNDELIVERABLE.

WE DO NOT SORT OUR UNDELIVERABLE BY LAST NAME. WE PUT THEM IN BATCH ORDER. IF AN ELECTOR COMES IN TO RETRIEVE BALLOT WE LOOK UP THE BATCH # AND GO RETRIEVE THE BALLOT.

Voter record successfully retrieved.

[Help](#)

New Save Clear Search Process Batch

Voter ID State ID SSN Birth Date Age Gender Last Name First Name MI Suffix

Active Election Ballots

[Help](#)

Election Name 11/02/2010 04 Fed Gen 2010

Active Ballots

	Ballot Style	Precinct Code	Ballot Stage	Ballot Type	Ballot Status	Ballot Status Reason	Ballot Batch #
JLA, MT 59802	LOWELL 2	LOWE 2	Undeliverable	Original			143

Other Ballots

Election	County	Ballot ID	Ballot Seq. #	Sent Date	Received Date	Print Date	Residential Address	Ballo
----------	--------	-----------	---------------	-----------	---------------	------------	---------------------	-------

Show All Ballots

Delete

Add Exception

Close

ENTERING BALLOTS INTO MT VOTES USING BALLOT PROCESSING SCREEN

User: Zeier, Vickie

County: Missoula

Date: 01/20/2012

Password

Help

Exit



Test Environment MT VOTES

5 Days 1 Hours Left Until This Password Expires

Voters

Voter Registration
Voter Search
Voter Merge
Batch Scan
Commit Batch

Elections

Election Management
Election Calendar
Ballot Processing
Districts & Precincts
Election Workers
Absentee Maintenance
Provisional Ballots

Petitions

Petitions

Administration

System Configuration
User Administration
Address Library
Legal Address Library
Messaging
Document Templates
Load External Data

Reports

Reports & Labels
Schedule Jobs
Batch Management

Agency Interface

Dept of Corrections
DPHHS Search

Search

Election

11/02/2010 04 Fed Gen 2010

Batch Date From

Batch Date To

Search

Clear

Ballots

Undeliverable

Batch #	Batch Date	Receive Date	Source	Count	Accepted	Rejected	Void	Re
2	09/17/2010	09/17/2010	In-Person	5	5	0	0	YE
3	09/20/2010	09/20/2010	In-Person	1	1	0	0	YE
4	09/21/2010	09/21/2010	In-Person	2	2	0	0	YE
37	09/23/2010	09/23/2010	Multiple	11	9	0	2	YE
65	09/24/2010	09/24/2010	Multiple	3	3	0	0	YE
81	09/27/2010	09/27/2010	Multiple	17	13	0	4	YE
83	09/28/2010	09/28/2010	Multiple	8	4	0	4	YE
85	09/29/2010	09/29/2010	Mail	6	6	0	0	YE
87	09/30/2010	09/30/2010	Multiple	14	6	0	8	YE
89	10/01/2010	10/01/2010	Multiple	18	4	0	14	YE
91	10/04/2010	10/04/2010	Multiple	20	16	0	4	YE
93	10/05/2010	10/05/2010	In-Person	24	24	0	0	
94	10/05/2010	10/05/2010	Multiple	3	2	0	1	YE
96	10/06/2010	10/06/2010	In-Person	15	15	0	0	
97	10/06/2010	10/06/2010	Multiple	5	4	0	1	YE
98	10/06/2010	10/06/2010	Mail	25	25	0	0	
99	10/06/2010	10/06/2010	Multiple	25	25	0	0	
100	10/06/2010	10/06/2010	In-Person	18	18	0	0	
101	10/07/2010	10/07/2010	Multiple	8	5	0	3	YE
102	10/07/2010	10/07/2010	In-Person	21	21	0	0	
104	10/07/2010	10/07/2010	Mail	25	25	0	0	
105	10/07/2010	10/07/2010	Mail	24	24	0	0	

New

Process

Delete

Verify

File Upload

Click on New

I WOULD ADVISE ANYONE WHO DOES NOT PRINT THEIR OWN LABELS TO HAVE YOUR MAILING SERVICE PROVIDE YOU COPIES OF THE ENVELOPE TO MAKE SURE YOUR SCANNERS CAN READ THE BARCODE.

SECOND PIECE OF ADVICE – MAKE SURE YOU PUT THE BALLOT ID # ON YOUR LABEL IN CASE YOUR SCANNER CANNOT READ THE LABEL.

THIS SAVES A LOT OF TIME WHEN RECEIPTING IN BALLOTS.

A decorative background at the bottom of the slide consisting of two overlapping geometric shapes: a light tan triangle on the left and a larger dark brown shape on the right.

**ONCE YOU HAVE SCANNED ALL YOUR BAR
CODES FOR THAT BATCH OF ENVELOPES – YOU
ARE READY TO VERIFY SIGNATURES**

Verify Signature [Help](#)

Batch

Election Batch Description

Batch Date Received Date Identifier

Ballot Label **Ballot Search in Workspace**

ID

Source

Name

Street City

Batch Navigation

Name Record No

☐ Only with Exceptions

Item Of

Ballot Details

Ballot Received Date

Voter Name

Address

Ballot Status

Comments

☐ Review Registration

Attestation on File

Exceptions **Ballots Sent**

Sent Seq.	Barcode	VoterName	Source	Date Sent	Date Received	Ballot Style	Ballot Type
1	102415701	ONKEN, TODD L	E-mail	09/15/2010	10/06/2010	RATLSNK 1	Original

- Verify signature
- Save and Next record to be processed
- On last record – make sure you click on Verify last ballot

ONCE WE HAVE FINISHED PROCESSING A TRAY AND COMPLETED THE TRACKING CARD – WE MOVE THE TRAY OF MAIL TO THE BACK. OUR TEMPORARY STAFF SORTS THE ENVELOPES BY PRECINCT OR BALLOT STYLE.

THEN WITHIN EACH PRECINCT OR BALLOT STYLE THEY SORT IN ALPHA ORDER LAST NAME OR BY BALLOT SEQUENCE #.

BALLOT SEQUENCE # IS A FASTER SORT THAN ALPHA – AT LEAST FOR MY CREW IT IS...

A decorative background at the bottom of the slide consisting of two overlapping geometric shapes: a light tan triangle on the left and a larger brown trapezoid on the right.

**AFTER ALL BALLOTS FOR THAT DAY ARE
ENTERED INTO MT VOTES**

**WE RUN THE UNDELIVERABLE LABELS AND MY
TEMPORARY STAFF WILL LABEL THE NOTICE ,
SO THAT WE CAN THE FORWARDABLE NVRA
NOTICE THE NEXT MORNING.**

**THE NEXT DAY BEFORE THE MAIL IS RECEIVED –
WE RECONCILE THE MAIL WE PROCESSED THE
DAY BEFORE.**

**RECEIPTED MAIL ON MAY 21ST, RECONCILE ON
MAY 22ND**

**I RUN THE BP 34 REPORT BY DATE AND
PRECINCT OR BALLOT STYLE**

Reports Voter Search Help

County Missoula **Election** 04 Fed Gen 2010 - 11/02/2010

Districts ☐ All (Deleted districts will be included on report)

- ☐ ALBERTON SCH - 2_S
- ☐ Bonner Community Council - BONNER CC
- ☐ Canyon River County Sewer & Water District
- ☐ CLINTON FIRE - CLIN FIRE
- ☐ Commissioner District 1 - 1
- ☐ Commissioner District 2 - 2
- ☐ Commissioner District 3 - 3

Batch Number ☐ All

- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 37
- ☐ 43
- ☐ 65
- ☐ 67

Precincts ☐ All (Deleted precincts will be included on report)

- ☒ BONNER 1 - BONN 1
- ☐ BONNER 2 - BONN 2
- ☐ CHIEFCHL 1 - CHIE 1
- ☐ CLINTON 1 - CLIN 1

☐ **Range**

From 10/25/2010 To 10/25/2010

Voter Selection Range From To

Ballot Stage ☐ All

- ☐ Prepared
- ☐ Sent
- ☐ Received/Processed
- ☐ Undeliverable

Ballot Style ☐ All Ballot Styles

- ☐ 10
- ☐ 100
- ☐ 101

Ballot Status ☐ All

- ☐ Accepted
- ☐ Rejected
- ☐ Void

Select Report

Code	Name	Sort Order
BP-027	Precincts Eligible by Ballot Order	PRECINCT
BP-028	Ballot Proofing - By Precinct, Splits And Styles	BALLOT-STYLE
BP-029	Ballot Proofing - By District And Styles Consolidated Precinct	BALLOT-SEQUE...
BP-030	Precinct Party Ballot Count	LAST-NAME
BP-031	Batch Exception List Report	FIRST-NAME
BP-033	Candidate/Race/Position For Election	MIDDLE-NAME
BP-034	Returned Ballots in Date Range	BALLOT STAGE
BP-035	Undeliverable Ballot Labels	BALLOT STATUS
BP-036	Ballot Proofing Election Certification	

Folder



**NEW
FUNCTION**

County: Missoula
User Name : Zeier, Vickie

Returned Ballots in Date Range

Date : 01/20/2012
Report No. : BP-034

Election : 04 Fed Gen 2010 - 11/02/2010 Received Date From : 10/25/2010 To : 10/25/2010

VoterName	Ballot Style	Ballot Number	Precinct	Split	Ballot Sent	Ballot Received	Status
Precinct BONNER 1							
TYACKE,RICHARD	BONNER	29	BONNER 1	BONN 1	09/22/2010	10/25/2010	Accepted
FUREY,SUSANNE CAROL	BONNER	63	BONNER 1	BONN 1	09/22/2010	10/25/2010	Accepted
BELLUSCI,BEVERLY	BONNER	98	BONNER 1	BONN 1	09/22/2010	10/25/2010	Accepted
GILLEN,THOMAS DANIEL	BONNER	190	BONNER 1	BONN 1	09/22/2010	10/25/2010	Accepted
FORD,BONAWEE JEAN	BONNER	268	BONNER 1	BONN 1	09/29/2010	10/25/2010	Accepted
FORD,ROBERT K	BONNER	269	BONNER 1	BONN 1	09/29/2010	10/25/2010	Accepted
KOHLER,DALE T	BONNER	309	BONNER 1	BONN 1	10/15/2010	10/25/2010	Accepted
JOHNSON,CYNTHIA L	BONNER	330	BONNER 1	BONN 1	10/22/2010	10/25/2010	Accepted
JOHNSON,ERNEST W	BONNER	331	BONNER 1	BONN 1	10/22/2010	10/25/2010	Accepted
STONER,JAMES A	BONNER	332	BONNER 1	BONN 1	10/25/2010	10/25/2010	Accepted

Total Count 10

Ballot Stage summary:

Prepared: Not Selected
Sent: Not Selected
Received: 0

MY TEMPORARY STAFF WORKS IN GROUPS OF TWO.

THEY COMPARE THEIR BALLOTS TO THIS REPORT.

THEY MUST HAVE ALL BALLOTS.

A decorative graphic at the bottom of the slide consisting of two overlapping geometric shapes. On the left is a light tan trapezoid, and on the right is a larger, darker brown trapezoid that overlaps the first one.

**THEY COMPLETE MY BALLOT RECONCILIATION
FORM FOR ABSENTEE OR MAIL BALLOTS**

Ballot Style (Precinct) Bonner

2011 CITY GENERAL ELECTION

November 8, 2011

PART I (AFFIRMATION BOARD)

1. Total number from BP 034 report
Less rejected10
0

2. Number of affirmation envelopes returned

* 10

AFFIRMATION BOARD JUDGES SIGNATURE:

Date & Time: 10/24/12 10:00amX Ros Johnston X Chris Smith

PART II (SEQUESTERED BOARD)

3. Number of Secrecy Envelopes

*

4. Less rejected ballots


5. Total sent to Scanner: Page 1 plus Page 2 =

* Numbers Should Agree

SEQUESTERED JUDGES SIGNATURE

Date & Time: X X

PART III (SCANNER JUDGE)

6a. Ending Number on Scanner 6b. Total Received (5) 7a. Beginning Number on Scanner 7b. Minus Resolution 8a. Total Scanned 8b. Total Ballots Difference (8a-8b)
(Should be 0)Scanner Operators Initials Scanner Time: 

TEMPORARY STAFF
– COMPLETES PART
1 OF THE BALLOT
RECONCILIATION
FORM.

AFTER THEY HAVE BALANCED – THEY TAKE A COPY OF THE BALLOT RECONCILIATION FORM AND ATTACH IT TO THE BP 34. THEY TURN THAT FORM INTO SUPERVISOR MANNING THE ELECTION CENTER.

THE ORIGINAL IS KEPT WITH THE BALLOTS. ONCE THEY BALANCE – THEY REMOVE THE AFFIRMATION ENVELOPE FROM THE SECRECY ENVELOPE. THEY RECOUNT THE SECRECY ENVELOPES TO MAKE SURE THEY STILL HAVE THE SAME NUMBER OF SECRECY ENVELOPES AS THEY DID WITH THE AFFIRMATION ENVELOPES.

**THEY BOUND THE SECRECY ENVELOPES WITH
THE RECONCILIATION FORM.**

**SECRECY ENVELOPES & ORIGINAL
RECONCILIATION FORM ARE SEALED IN A BOX
UNTIL THE SEQUESTERED BOARD CAN REMOVE
THE BALLOT FROM THE ENVELOPE.**

WE DO THIS PROCESS EVERY SINGLE DAY!



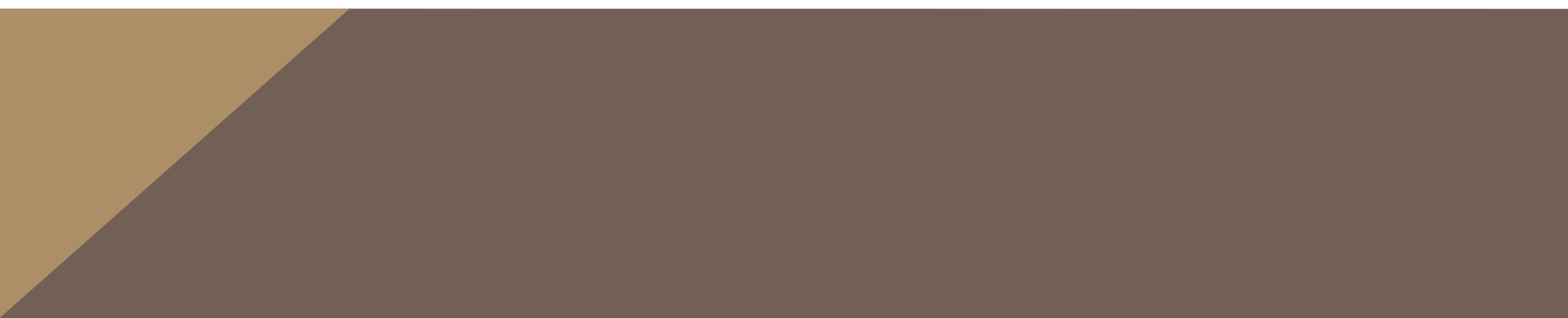
**WHEN WE OPEN SEALED BOX THAT CONTAINS
THE SECRECY ENVELOPE AND THE
RECONCILIATION FORM..**

**THE SEQUESTERED BOARD WILL COUNT THEIR
ENVELOPES TO VERIFY THAT THEY INDEED
HAVE THE NUMBER REPORTED IN PART 1.**

**THEY PROCEED REMOVING THE BALLOTS FROM
THE SECRECY ENVELOPE.**

**WE USE SPINDLES AND REQUIRE THE SECRECY
ENVELOPES BE PLACED ON SPINDLE TO MAKE
SURE NO BALLOTS REMAIN IN AN ENVELOPE**

**ONCE ALL BALLOTS HAVE BEEN REMOVED
FROM ENVELOPES – ANOTHER COUNT TAKES
PLACE**

A decorative graphic at the bottom of the slide consisting of two overlapping geometric shapes: a light tan triangle on the left and a larger, darker brown trapezoid on the right.

ATTACH REPORT

Mail Ballot Reconciliation Form

Ballot Style (Precinct) _____

2011 CITY GENERAL ELECTION

November 8, 2011

PART I (AFFIRMATION BOARD)

1. Total number from BP 634 report
Less rejected

10
0

2. Number of affirmation envelopes returned

+ 10

AFFIRMATION BOARD JUDGES SIGNATURE:

Date & Time:

10/24/12 10:00 am

X Paul Johnston X John Smith

PART II (SEQUESTERED BOARD)

3. Number of Secrecy Envelopes

+ 10

4. Less rejected ballots

0

5. Total sent to Scanner: Page 1 10 plus Page 2 _____ =

10

* Numbers Should Agree

SEQUESTERED JUDGES SIGNATURE

Date & Time:

11/4/2012 5 pm

X And X St

PART III (SCANNER JUDGE)

THE SEQUESTERED
BOARD COMPLETES
PART B OF THE
FORM

CURRENTLY, AFTER RECONCILING PART 2 – THE JUDGES TAKE THE BALLOTS TO THE TABULATION TABLE.

THEY PLACE THE BALLOTS & RECONCILIATION FORM UNDER 40 LB WEIGHTS.

**THE 650 OPERATORS TAKE THE BALLOTS FROM
THE TABULATION TABLE .**

**THEY ENTER THE BEGINNING NUMBER OF THE
SCANNER ON THE RECONCILIATION FORM**

**IN JUNE FOR THE PRIMARY – MY COUNTY WILL
OPEN SECRECY ENVELOPES ON MONDAY
AROUND 1 P.M.**

**AFTER THE BALLOTS ARE RECONCILED TO
RECONCILIATION FORM – MY JUDGES WILL
PLACE THE BALLOTS AND RECONCILIATION
FORM INTO A SEALED BALLOT BOX (WITH A
WEIGHT).**

**MY 650 OPERATORS ARE REQUIRED TO FILL
OUT PART 3 OF THE RECONCILIATION FORM**

PART III (SCANNER JUDGE)

6a. Ending Number on Scanner 6712 6b. Total Received (\$) 10

7a. Beginning Number on Scanner 6703 7b. Minus Resolution 0

8a. Total Scanned 10 8b. Total Ballots 10

Difference (8a-8b) 0
(Should be 0)

Scanner Operators Initials JS Scanner #3 Time: 11/5/2012 2pm

**BEGINNING #
WHEN THEY
ARE DONE
RUNNING
THAT GROUP
OF BALLOTS
THEY ENTER
ENDING #**

On the right side they enter number of ballots received from
above – less resolutions – total # of ballots

Difference of left and right column - entered

**WE COMPARE THE NUMBER OF BALLOTS
COUNTED USING THE REPORT GENERATED
FROM OUR ERM PROGRAM TO THIS
RECONCILIATION FORM FOR OUR CANVASS.
THIS FORM IS ONLY RECONCILING MAIL OR
ABSENTEE BALLOTS.**

**WE USE THE POLL BOOK AND M100 REPORTS
TO RECONCILE THE POLLING PLACES.**

UOCAVA VOTERS:

**WHEN A UOCAVA VOTER USES THE MT EAS
(BALLOT WIZARD). A BALLOT NEEDS TO BE
ISSUED IN MT VOTES IF YOU HAVE NOT DONE
SO FOR THIS VOTER.**

THIS WILL THEN REFLECT IN MY VOTER PAGE.



